

Republic of the Philippines  
DSWD Field Office VIII  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DSWD Field Office VIII in the CSC website:

DSWD FIELD OFFICE VIII  
RECEIVED  
RECORDS SECTION  
DATE: AUG 18 2020 TIME: 10:34  
BY: *[Signature]* MUI  
MARLENE L. KAHANO

SWO VI OIC-Assistant Regional Director for Administration  
Date: August 18, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Social Welfare Aide	OSEC-DSWDB-SOCWA-414-2004	4	13, 807.00	Completion of two (2) years studies in College or High School graduate	None required	None required	Career Service (Subprofessional) First Level Eligibility		DSWD Field Office VIII
2	Administrative Aide IV	OSEC-DSWDB-ADAA-758-2004	4	13, 807.00	Completion of two (2) years studies in College or High School graduate	None required	None required	Career Service (Subprofessional) First Level Eligibility		DSWD Field Office VIII
3	Administrative Assistant II	OSEC-DSWDB-ADAS2-114-2015	8	17, 505.00	Completion of two (2) years studies in College or High School graduate	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DSWD Field Office VIII
4	Administrative Assistant II	OSEC-DSWDB-ADAS-216-2004	8	17, 505.00	Completion of two (2) years studies in College or High School graduate	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DSWD Field Office VIII

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **September 2, 2020**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARIE ANGELA S. GOPALAN  
Regional Director  
DSWD Field Office VIII, Magsaysay Blvd., Tacloban City  
[fo8@dswd.gov.ph](mailto:fo8@dswd.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.